

## Maximum Hours of Work for Part Time Employees Statement of Practice

### STUDENTS

Effective September 1, 2013, the hours of all student-employees were limited to a maximum of 25 hours per week.

### STAFF and FACULTY

1. Effective January 1, 2014 the maximum hours of all part-time employees hired before November 15, 2013:
  - a. who were consistently scheduled for more than 28 hours during the measurement period of November 1, 2012 through October 31, 2013 are limited to 30 hours per week. Supervisors of these employees were specifically notified of their eligibility to continue working at the 30 hour per week level.
  - b. who were consistently scheduled for 28 or less hours per week during the measurement period of November 1, 2012 through October 31, 2013 are limited to 28 hours per week.
2. The maximum hours of all part-time employees hired on or after November 15, 2013 are limited to 28 hours\* per week.

Calculation of weekly faculty workload hours will follow these parameters:

1. Each one hour course load assignment paid at an instructional (adjunct) rate is calculated as two hours of work per week. (*e.g.*, a full-semester 12 hour-per-week instructional assignment is calculated as 24 hours worked per week; a person with this assignment would be able to work additional clock hour(s) of other work, if so assigned, to achieve the maximum of 30 or 28 hours\*)
  2. Course load assignments that are less than full-semester in length will be averaged across the entire semester. The total number of part-time work hours performed and paid for during Fall and Spring (16 week) semester should not exceed 480 hours each semester for employees who are subject to the limit of 30 hours per week; and 448 hours each semester for those who are subject to the limit of 28 hours per week. The total number of part-time work hours performed for Summer (8 week) semester should not exceed 240 hours for employees who are subject to the limit of 30 hours per week and should not exceed 224 hours for those who are subject to the limit of 28 hours per week.
  3. All other assignments (teaching lab techs or tutors, non-teaching assignments, advising, etc.) are calculated on a one-for-one basis.
  4. Non-teaching duties which are not predictable and are not scheduled on a weekly basis will be averaged over the semester with the average not to exceed the applicable limit, based upon the date hired into those positions. Time sheets must accurately reflect hours worked during any time interval.
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- \*1. Nothing in this statement of practice is intended to alter course hour, lab hour, or other limitations prescribed in the current bargaining unit contracts.
2. No schedules in effect on November 14, 2013, will be reduced based solely on concerns related to potential penalties arising from the Patient Protection and Affordable Care Act.
3. Nothing in this statement of practice is intended to guarantee that any particular number of hours of work will be available to any individual.
4. With prior written approval from the ELT Leader and Human Resources, a reasonable short-term exception from these limits can be made.